

**MADERA COUNTY**  
**FIRE EQUIPMENT MANAGER**

**DEFINITION**

Under the general direction of the Fire Chief, the Fire Equipment Manager is responsible to plan, organize, and direct the purchase, maintenance, repair, and disposal of Fire Department automotive and peripheral equipment; and to do related work as required.

**SUPERVISION EXERCISED**

Exercises direct supervision over assigned staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Reviews and participates in the work of staff responsible for performing skilled automotive and peripheral equipment maintenance and repair work; inspects equipment for conformance to maintenance standards; keeps required records and makes reports on performance, condition, and repair of assigned equipment; works with private vendors on equipment design, specifications, repair and construction; sets work priorities; conducts testing and research projects; plans and coordinates training on the operation, maintenance, and repair of Fire Department automotive and peripheral equipment; designs, implements and maintains standards for Fire Department automotive and peripheral equipment acquisition, maintenance, and repair; assists with budget development, preparation, and expenditure control; maintains records for Fire Department facilities as they relate to fuel and oil storage and use; road tests repaired equipment; performs initial processing of related bills from vendors.

**OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operations, functions, services, and activities of the Fire Department's automotive maintenance and repair shop.

Methods, tools, material, and equipment used in maintenance and repair of emergency response apparatus including pumping apparatus, aerial apparatus, and rescue apparatus.

Federal, State, and local laws, codes, and regulations pertinent to fire apparatus as well as automotive equipment in general.

Cost estimate review, vendor bid process preparation and review, and vendor warranties.

Principles and methods of preventive maintenance programs.

**Knowledge of: (Continued)**

Principles and methods of gas and electrical welding.  
Operation and care of gasoline and diesel engines and components.  
Safe work practices.  
Principles of budget development, preparation, and expenditure control.  
Principles of supervision, training, and performance evaluation.

**Skill to:**

Operate a variety of equipment and tools used in vehicle maintenance and repair work.  
Operate a motor vehicle safely, including those requiring a class "A" California driver's license to operate.

**Ability to:**

Supervise, assign, coordinate, and review the work of staff responsible for the maintenance and repair of the Fire Department's automotive fleet.  
Supervise, train, and evaluate assigned staff.  
Operate a variety of tools and machinery used in the repair and fabrication of fire apparatus and automotive equipment.  
Diagnose mechanical problems with skill and accuracy.  
Estimate time, labor, and materials costs for major mechanical maintenance and repair projects.  
Establish and administer comprehensive preventive maintenance programs.  
Perform advanced and technical maintenance and repair work.  
Respond to calls for emergency assistance, as needed.  
Design and fabricate tools and equipment.  
Establish training and work safety programs.  
Order and maintain adequate inventories of parts and supplies.  
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.  
Maintain records and prepare reports.  
Assist with the development and preparation of the assigned budget and control of expenditures.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Three (3) years of experience equivalent to a Fire Master Mechanic for the County of Madera, or five (5) years of increasingly responsible work experience performing maintenance, repair, and overhaul of a variety of automotive equipment and heavy equipment, including one year in a lead or supervisory capacity.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in automotive and mechanical repair principles and practices.

**License or Certificate:**

Possession of a valid, Class "B" California driver's license. Some positions may require a valid, Class "A" California Driver's License.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 30 lbs.; exposure to cold, heat, noise, outdoors, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

**Effective Date:** October, 2007